

Air Force District of Washington



Rules of the Road for Accessing Federal Contracts

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Pride ... Teamwork ... Success



Rule 1:



- Does the Government buy your products or services?

- Do your Homework

- Find out what agencies buy and how they purchase

- Federal Procurement Data System

- Federal Business Opportunities

Government Purchase Card (GPC) is the preferred method for purchasing and paying for goods and services under the micro-purchase threshold.



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Rule 2:



- Are you ready to work with Federal agencies?
 - Registered in System for Award Management
 - Registered in SBA Dynamic Small Business Search

 - Resources:
 - Small Business Administration
 - Subcontracting opportunities

 - Procurement Technical Assistance Centers

 - SCORE

 - Agency Small Business Specialist



Rule 3:



- Read the information provided on the website
- Respond to Sources Sought/Request For Information
- Review Agency Long Range Acquisition Estimates
- Attend Agency Small Business Events
 - Posting on Fed Biz Ops
- Get to know the Small Business Liaison Officer at Prime contractor sites



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Tips



- Agency SBS serves as a liaison between you and Contracting Officer/Program Manager
- Only contact Contracting/Program Office when directed
- Posture yourself for renewal on recurring acquisition
 - Consider Teaming arrangement



Helpful Links



- **Federal Procurement Data System (FPDS):** www.fpds.gov
 - A repository of all federal contracting data for contracts in excess of \$25,000 with over 50 standard reports that can be run to assist in understanding which agencies have contracts and with whom; what agencies buy; and which contractors have contracts.
- **Federal Business Opportunities (FBO):** www.fbo.gov
 - Federal agencies are required to use this site to communicate available procurement opportunities and their vendor requirements to the public and interested potential vendors for all contracts valued over \$25,000
- **System for Award Management (SAM):** www.sam.gov
 - All vendors looking to do business with the Federal Government must have an active registration in SAM. There is no cost associated with using and/or registering in SAM.
- **Small Business Administration (SBA):** www.sba.gov
 - A wealth of information and resources related to the various programs and assistance the SBA provides to small businesses.



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Helpful Links

- **SBA Subcontracting Info:** <https://www.sba.gov/contracting/finding-government-customers/subcontracting>
 - Resources to understand the Small Business Subcontracting Program and identify potential opportunities.
- **SBA Dynamic Small Business Search (DSBS):** http://web.sba.gov/pro-net/search/dsp_dsbs.cfm
 - As a small business registers in SAM, there is an opportunity to fill out your small business profile. The information provided populates DSBS, a tool contracting officers use to identify potential small business contractors for upcoming contracting opportunities. Small businesses can also use DSBS to identify other small businesses for teaming and joint venturing.
- **Association of Procurement Technical Assistance Centers (PTACs):** <http://www.aptac-us.org/>
 - A nationwide network of procurement professionals working to help local businesses compete successfully in the government marketplace; Learn about their services/resources and locate your local PTAC.



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Helpful Links

- **SCORE Association:** www.score.org
 - A nonprofit resource in partnership with the SBA to provide free and confidential business advice and assistance through a network of volunteer business experts.
- **Small Business Dashboard:** <http://smallbusiness.data.gov/>
 - Provides Federal contract information specific to Small Business to enhance transparency and help Federal agencies and the public assess the government's performance in meeting statutory goals for small business contracting.
- **USA Spending:** www.usaspending.gov
 - Publicly accessible, searchable website of federal contract, grant, loan, and other financial assistance awards of more than \$25,000 to give the American public access to information on how tax dollars are being spent
- **BusinessUSA:** <https://business.usa.gov/>
 - Centralized, one-stop platform to make it easier for businesses to access services to help them grow and hire; Includes contact information for various Offices of Small & Disadvantage Business Utilization (OSDBU) and procurement forecasts: <https://business.usa.gov/OSDBU-Offices>.



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Helpful Links



- **DoD Office of Small Business Programs (OSBP):** <http://business.defense.gov>
 - Information specific to DoD small business programs, including contact information and websites for Small Business Offices across the DoD.
- **US Air Force OSBP:** www.airforcesmallbiz.org
 - Information specific to USAF small business programs, including contact information and websites for Small Business Offices across the Air Force Major Commands.
- **Federal Acquisition Regulation (FAR) site:** <http://farsite.hill.af.mil>
 - Easily navigable resource for the FAR, DoD FAR Supplement (DFARS) and other defense component and civilian agency supplements (not official site for FAR or its supplements). Assists in understanding various agencies and small business policies; Can be used as a reference for clauses. in your contract



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Final Thoughts



Utilize the various free resources to assist and prepare, so you don't waste time; and only meet with agencies that actually purchase your products or services

Attend small business events, network and look for teaming partners to assist with larger procurements or for work required on an acquisition that are outside your specialty

Best of Luck to you on obtaining future contracts with the Federal Government